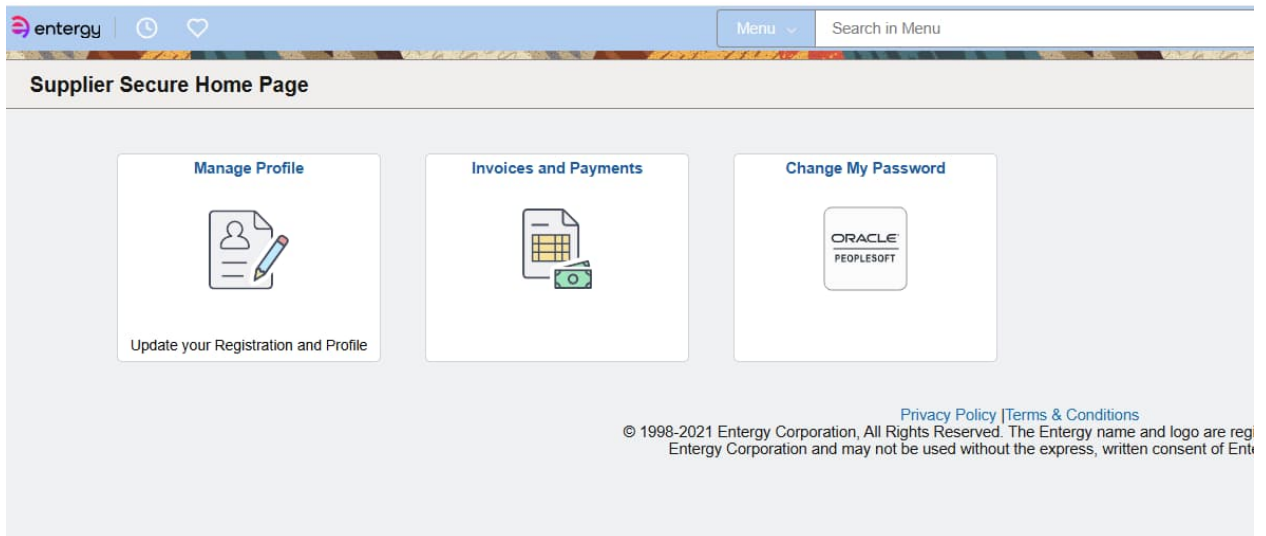


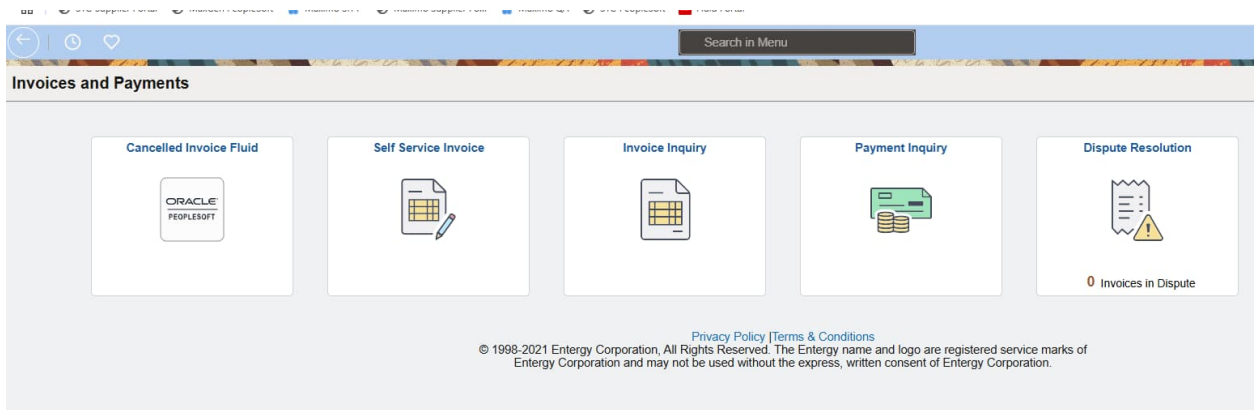



Invoice Inquiry

1. Log into the Supplier Portal
2. Click “Invoices and Payments”



3. Click “Invoice Inquiry”



4. Click the filter button () and enter or remove any filters necessary

Invoice Inquiry

Invoices from 7/2/2025 to 7/9/2025

Buying Organization	Invoice ID	Invoice Date	Invoice Status
Entergy Services, LLC	1782520	07/08/2025	Voucher Created
Entergy Services, LLC	765	07/08/2025	Processing
Entergy Services, LLC	876	07/08/2025	Processing
Entergy Services, LLC	987	07/08/2025	Processing
Entergy Services, LLC	135	07/08/2025	Processing
Entergy Services, LLC	129	07/08/2025	Processing
Entergy Services, LLC	125	07/08/2025	Save For Later
Entergy Services, LLC	123	07/08/2025	Processing

Filters

From: 07/02/2025 To: 07/09/2025

Invoice Status: All

Invoice ID:

Amount Reference: Any

Amount:

Currency:

Payment Status: All

Buying Organization:

Supplier:

Location:

Max Rows: 300

Reset

5. Review the invoice status and payment status to determine the status of the invoice

<div> <div> <div>STG Supplier Portal</div> <div>MaxGen PeopleSoft</div> <div>Maximo SIT1</div> <div>Maximo Supplier Po...</div> <div>Maximo QA</div> <div>STG PeopleSoft</div> <div>Fluid Portal</div> </div> <div>Search in Menu</div> </div>								
Invoice Inquiry								
Invoices from 7/2/2025 to 7/9/2025								
Buying Organization	Invoice ID	Invoice Date	Invoice Status	Gross Amount	Currency	Payment Status	Supplier	Location
Entergy Services, LLC	577444	07/09/2025	Creating Voucher	1.00	USD	Unpaid	TEST COMPA-001	Location
Entergy Services, LLC	1782520	07/08/2025	Voucher Created	20.00	USD	Paid	TEST COMPA-001	Location
Entergy Services, LLC	17825	07/08/2025	Voucher Created	12.00	USD	Unpaid	TEST COMPA-001	Location
Entergy Services, LLC	765	07/08/2025	Processing	325.00	USD	Unpaid	TEST COMPA-001	Location
Entergy Services, LLC	876	07/08/2025	Processing	15.00	USD	Unpaid	TEST COMPA-001	Location
Entergy Services, LLC	987	07/08/2025	Processing	15.00	USD	Unpaid	TEST COMPA-001	Location
Entergy Services, LLC	135	07/08/2025	Processing	10.00	USD	Unpaid	TEST COMPA-001	Location
Entergy Services, LLC	129	07/08/2025	Processing	10.00	USD	Unpaid	TEST COMPA-001	Location
Entergy Services, LLC	125	07/08/2025	Save For Later	10.00	USD	Unpaid	TEST COMPA-001	Location
Entergy Services, LLC	123	07/08/2025	Processing	2,000.00	USD	Unpaid	TEST COMPA-001	Location

a. Invoice Status:

- Save for Later – The invoice has not been submitted and will not process in Entergy's system
- Creating Voucher – The invoice was submitted but has not been received by Entergy's system

1. If the invoice is in this status for longer than 24 hours, please email esupplier@entergy.com for an update on the invoice
- iii. Processing – The invoice was submitted and waiting on approval in Entergy’s system.
 1. If the invoice is almost due and still in processing status, please reach out to your Entergy contact for more information
- iv. Voucher Created – The invoice was submitted and approved. The payment status will be unpaid or paid
- b. Payment Status:
 - i. For all invoices in Voucher Created status, please review the payment status
 - ii. Unpaid – The invoice has not paid and if you click on the invoice, you will see the payment date and method

Invoice Details

Invoice Summary Information

Invoice ID 17825

Invoice Date 07/08/2025

Due Date 08/22/2025

Payment Terms Due in 45 Days

Invoice Created 07/08/2025

Payment Status Unpaid

Net Amount 12.00

Discount Amount 0.00

Invoiced Tax 0.00

Shipping Amount 0.00

Gross Amount 12.00

Invoice Line Details

Line	Description	Quantity	UOM	Unit Price	Amount	Currency	Purchase Order
1	MX,61072462, ,0001,000				12.00	USD	

Scheduled Payments

Payment Count	Amount	Currency	Paid Amount	Currency	Scheduled	Payment Method	In Dispute
1	12.00	USD	0.00	USD	08/20/2025	CHK	No

- iii. Paid – The invoice has paid